

ARMED FORCES SPORTS COUNCIL (AFSC) STANDARD OPERATING PROCEDURES (SOP)

1. PURPOSE: Provide procedures applicable to participation of military personnel in Armed Forces, National, and international sports competitions.

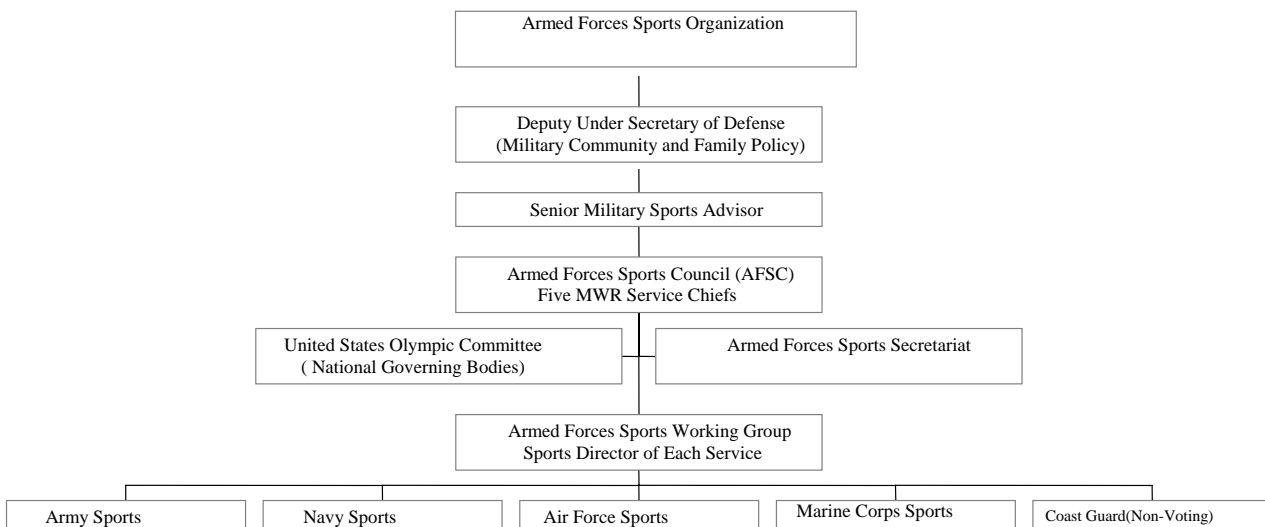
2. SCOPE: Applicable to elements of Armed Forces sports competition and covers the following programs: Armed Forces Championships, National Championships, CISM competitions, Pan American Games, Olympic Games, and other higher level international competitions. The approving authority of international competition is the Secretary of Defense, subject to the confirmation of the Secretary of State that the interest of the United States will be served by this participation.

3. SOP CONTENT AND MANAGEMENT: Content is based on actions of the Armed Forces Sports Council (AFSC) and subsequent approval by the Under Secretary of Defense, Personnel and Readiness (USD(P&R)), as provided by DOD Instruction 1330.4, which provides to the AFSC and AFSC Secretariat overall policy guidance, assigns and defines responsibilities, and prescribes procedures for policy formulation and oversight of the management and participation of Armed Forces personnel in Armed Forces, amateur national and international sports competitions.

4. OBJECTIVES OF PROGRAM

- A. Promote goodwill among the Armed Services through sports.
- B. Promote the positive image of the Armed Forces through sports.
- C. Provide the incentive and encourage physical fitness by promoting a highly competitive sports program.
- D. Provide the avenue for military athletes to participate in national and international competitions.

5. Armed Forces Sports (AFS) Organization:



6. Armed Forces Sports Council

A. The AFSC meets quarterly to review agenda items reviewed by the Armed Forces Sports Working Group (AFSWG) and vote on items as necessary.

B. The AFSC chair rotates every two years (On October 1st) between the Services, based on the following schedule:

SERVICE	2007	2008	2009	2010	2011	2012	2013	2014	2015
USMC	X							X	X
USA		X	X						
USN				X	X				
USAF						X	X		

C. AFSC Meeting Attendees:

- Five (5) Council members or their representative
- Coast Guard member (non-voting)
- AFSCS
- Working Group Chairperson
- AFSC Legal Representative
- OSD Representative
- Invited Guests (approved by the AFSC chair)

D. Voting: Each voting member of the AFSC receives one vote on all agenda items. If during a vote on an issue the voting members' vote remains a "Tie," the item remains unchanged or "as is". If the tie applies to new business, then the Senior Military Sports Advisor (SMSA) is the tiebreaker.

E. AFSC Meeting Results: The AFSCS shall provide minutes within ten (10) working days to the Council members for review. After Council members review, the AFSC Chairman signs the minutes and forwards the minutes for signature to the SMSA. The Council minutes are then forwarded to the USD (P&R) for approval.

7. Armed Forces Sports Working Group

A. The AFSC Working Group (AFSWG) is chaired by the same Service that holds the AFSC chair (e.g. Currently it is USMC).

B. The AFSWG Members include the Sports Director from the Army, Marine Corps, Navy, Air Force, and Coast Guard. Coast Guard is a non-voting member of the AFSWG.

C. AFSWG meets quarterly, in conjunction with AFSC meetings. The AFSWG Chairman identifies a meeting date and notifies other members.

D. AFSWG attendees

- AFSWG Members (representative from each Service)
- Coast Guard Representative (non-voting)
- AFSCS Representative
- AFSC Legal Representative
- OSD Representative
- Invited guests (Approved by the AFSWG Chairperson)

E. Voting: Voting AFSWG Members receive one vote on all agenda items. If a vote (at the meeting or through the e-mail process) ends in a tie, and cannot be resolved via a majority vote, the item will be brought forward to the AFSC.

F. AFSWG Chair responsibilities:

- Recommend and finalize dates for WG meetings.
- Announce all prospective guests and purpose of attendance for AFSWG meetings. Approve guests based on majority concurrence of the WG.
- Chair WG meetings.
- Approve and sign final draft of AFSWG minutes.
- Liaison with the AFSC Chairperson and AFSCS.

G. AFSCS Office Responsibilities:

- Disseminate agenda items for AFSWG meeting approximately 10 days prior to the AFSWG meeting.
- Advise AFSWG on pressing issues.
- Serve as liaison between AFSWG and AFSCS.
- Serve as recorder for AFSWG meetings.
- Publish and distribute draft minutes of AFSWG actions within five (5) working days of meeting.
- Coordinate (approved as part of signed minutes) administrative changes to SOP with AFSWG Chair.
- Update AFS SOP and distribute to AFSWG members.
- Will be the responsible agent to ensure that all rules at Armed Forces Championships are being followed and facilitate any issues/protests/concerns, if either the Secretariat or the deputy is present at the championship. If no one is there, the AFSCS will ensure that Host Service will identify the service rep responsible to carry out this function (Approved 10 Mar 06 council mtg)
- Will be responsible for the payment of per diem, transportation (not local transportation), and associated fees for all sports officials at Armed Forces Championships.

H. AFSWG Member Responsibilities:

- Submit meeting agenda items to AFSCS 21 days prior to the scheduled meetings.
- Attend AFSWG meetings ready to discuss and vote on all agenda items.
- Review minutes of meeting within 5 working days and return to AFSCS.
- Serve as liaison between the AFSWG and their council representative.

8. Armed Forces Championships

A. Criteria: An Armed Forces Championship must be approved by the AFSC and meet the following criteria:

- Team Sports: A minimum of three (3) teams are entered. Composite teams may be authorized when a Service cannot field a team. WG will distribute players prior to Service training camp.
- Individual Weight Class or Division: A minimum of two (2) individuals, from separate Services participate. If entries fall below the stated minimum, no team points will be awarded unless otherwise specified in the individual sport rules.

B. Hosting Responsibilities for 2007:

Boxing: Air Force

Men's Basketball: Marine Corps

Wrestling: Army

Golf: Navy

Note: These sports will be rotated on an annual basis among the Services

The following sports have been homesteaded for a 4-year cycle effective CY 04 (4 year period would be CY 04 – CY 07):

Volleyball (M & W): Army

Softball (M & W): Air Force

Soccer (M & W): Navy

Rugby (M): Marine Corps

Note: Women's Basketball will move from USMC to USA effective CY 07

The following sports will be hosted on a permanent basis by each of the following Services:

Bowling: Army

Cross-Country: Air Force

Triathlon: Navy

Marathon: Marine Corps

C. Eligibility for Armed Forces Championships:

- Only Active Duty, U.S. Armed Forces personnel, to include Reservists and National Guard (on active duty orders) are eligible to participate in Armed Forces Championships and any subsequent higher-level competition.
- Any individual in an Officer Accession Program (Academy, ROTC or OCS) will not be eligible for Armed Forces Championships and any subsequent higher-level competition.
- Coast Guard personnel are authorized to participate with Navy teams in Armed Forces competitions. Navy and Marine Corps personnel may participate on the team of the Service where the athlete is assigned. This must be coordinated through Service Sports Offices.
- Service representatives will not be a participating coach, athlete, or trainer.

9. Funding For Armed Forces Sports

- Each year, the AFSCS prepares an operating budget for review by the AFSC, prior to submission to the Executive Agent.
- The Army non-appropriated fund (NAF) provides payment of AFSCS budget expenditures. The Army NAF prorates budget expenditures to the four Services by line item semiannually.
- The host Service of an Armed Forces Championship bills the other Services for the pro-rata share of expenses for follow-on championship training camps and competitions.

10. Uniforms

A. Higher-Level Competition:

(1) Host Service is responsible for purchase of all competitive uniforms. Uniforms for higher-level competition are purchased annually with athletes retaining all uniforms and issued items upon completion of each competition. SHAPE Men's Basketball is the exception (all competitive uniforms will be returned to USAF POC).

(2) AFSCS will issue an authorization letter 90 days prior to the Armed Forces Championship to the Service Representative and the Host Project Officer. The team captain in coordination with the Service Representative and the Host Project Officer, will issue the team issue items to the team delegation.

B. Armed Forces Championships:

(1) Ice Breaker Social: Team members must attend the event in their Service polo shirt with slacks (color determined by Service), appropriate foot wear (no sneakers and sandals). Male personnel cannot wear earrings.

(2) Awards Ceremony: Service teams are required to wear like-Service issued team apparel or competitive uniforms at the awards ceremony (except footwear). Individual athletes who do not comply will not receive awards or be selected to the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice Breaker Social, then all Service Members must comply with Paragraph 10.B.(1).

C. Armed Forces Teams advancing onto National Championships will use the Armed Forces Sports emblem on their competitive uniform and USA on their bags and warm-ups.

D. Athletes that compete in two championships in same year (CISM and Nationals or CISM and SHAPE) will only be issued one set of warm-ups per year. Athletes requiring a second warm-up in a given year will be required to pay for the replacement item plus shipping. Participants failing to obtain the replacement item(s) will not participate in the subject competition.

11. Officials:

A. Selection of Officials:

- Ninety (90) days prior to an Armed Forces championship, the AFSCS sends correspondence to the national chief of officials for the respective sport. The correspondence states minimum qualifications expected of the officials for a championship and requests a list of qualified officials. Officials selected must be available to officiate for the duration of the Armed Forces Tournament.
- AFSCS forwards the list of officials to the AFSWG for their information. This list is accepted unless an AFSWG member can, in writing, state a justifiable reason for non-selection. The AFSWG then reviews the complaint and makes a ruling. If an official is deemed inappropriate, the AFSCS will request an alternate.
- The selection of support officials such as scorers, starters, timers, etc., is the responsibility of the host installation (less line judges for volleyball).
- Active Duty personnel are not to be used as Armed Forces Championship officials, unless concurrence is obtained from the AFSC (less line judges for volleyball).
- A chief or head of officials is named for each Armed Forces Championship. AFSCS will coordinate with the appropriate agent to select

the U.S. officials for Armed Forces and CISM championships. Number of officials for Armed Forces Championships is as follows:

- Basketball (Local NCAA Conference) – 6 referees
- Boxing – 8 (to include electronic scoring), 1 non-calling chief of officials
- Rugby – 6 referees
- Softball (ASA) – 6 umpires, 1 non-calling chief of officials
- Soccer (USSA) – 8 officials, 1 non-calling chief of officials
- Triathlon (USAT) – 1 official
- Volleyball (USAV) – 6 officials
- Wrestling – 8 referees, 1 non-calling chief of officials
- AFSCS notifies selected officials and provides them the following information:
 - Transportation, billeting, and messing
 - Schedule of events
 - Contact personnel
 - Financial arrangements

B. Officials Payment: AFSCS is responsible for payment of fees to Officials. Host Installation Project Officer is responsible for disbursement to all officials prior to the conclusion of the competition, and reconciling with AFSCS. Payment is as follows:

- Basketball - \$250.00 per game for floor officials. Experienced scorers, timers, and shot clock operators must be obtained through the local officials association. Local rates will be paid to these individuals.
- Boxing - \$300.00 for each official per championship event
- Cross Country – NA
- Golf – NA
- Marathon – NA
- Rugby – Field Officials (1) receive \$125.00 per game and Touch Judges (2) receive \$50.00 per game
- Soccer - \$400.00 for each official per championship event.
- Softball - \$30.00 per game. Head official receives \$295.00, but does not officiate games. Host base will provide official scorers who have responsibility for distributing game statistics to coaches and Service Representatives. Local rates will be paid to these individuals.
- Triathlon - \$100.00 for head official. Course monitors will be obtained through the local officials association. Local rates will be paid to these individuals.
- Volleyball - Referees and scorer \$80.00 per match
- Wrestling - \$250.00 for each official per championship

****Note: Head officials who officiate games receive an additional payment of \$25 per championship.**

C. Officials for an Armed Forces Championship receive a meal per diem of \$30

per day (\$22.50 for each travel day); paid by AFSCS. In addition, lodging and rental vehicles are provided to the officials by the Host Installation.

D. AFSCS is responsible for obtaining and securing transportation for officials to the competition site. Officials using a privately owned vehicle (POV) for travel will be paid mileage by the AFSCS IAW current JFTR rates as long as mileage does not exceed the cost of government round trip airfare.

E. Protest Responsibilities & Procedures: The protest committee, consisting of Service representatives and Chief of Officials, will only accept protests when they are submitted in accordance with the specific sports playing rules. Protests must be resolved before a contest can continue.

F. Officiating Problems: Services should inform the AFSCS about problems incurred with officials within 30 days after the conclusion of the championship. Incidents related to an official at an event will be addressed with the head official immediately following a championship by the AFSCS.

G. Officials for a CISM championship receive transportation, lodging and meals paid for by the AFSCS (or CISM host country). They also receive a flat fee of \$350.00 for their services (pro-rated among the Services).

12. Higher-Level Competition:

A. Higher-Level Competition/Selection Policy:

- Athletes and coaches will represent the Armed Forces at either a National Championship or CISM Military World Championship.
- Service Representatives onsite may review all personnel selected for the Armed Forces Team.

B. Team Selection: The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the Armed Forces team for higher-level competition. The following guidelines are used in the selection process:

- The initial selection for the All-Tournament Team and the Armed Forces Team will be conducted as a paper ballot, submitted simultaneously by each Service Representative to the host project officer at the beginning of the selection meeting. Submitted ballots are final. Ties will be discussed by the selection panel to finalize the selections.
- Most competent athletes, regardless of Service affiliation, will be selected.
- Service representatives reserve the right to not select top quality candidates based on behavior, grooming standards, or availability.

- When higher-level competition does not follow the Armed Forces championship, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.
- Each athlete selected for an Armed Forces Team or U.S. CISM Team sign a code of conduct agreement and must strictly adhere to the conduct outlined in the form.
- The host Service will not act without the approval of the other three Services when adding players to the team.
- Teams advancing to higher-level competitions will not exceed the number of allocations specified at the Armed Forces Championship in accordance with the SOP.

C. Coach selection:

- For team sports: The Service Representatives on site will select the coach and assistant coach of the Armed Forces Team for higher competition. Coaches for Armed Forces teams must be selected from the pool of coaches who participated at the respective Armed Forces Championship at that position. In the event all coaches are unavailable to advance to higher-level competitions, Working Group members will move to find a qualified replacement(s). If replacement(s) cannot be obtained within 24 hours preceding the announcement of the team delegation, then the Armed Forces team will not participate.
- For individual sports: The Service Representatives on site will select the Head and Assistant Coach for higher level competition for all Individual Sports.
 - Boxing: All head coaches must possess a level-three or higher certification for advancement to higher level competitions
 - Wrestling: All head coaches must possess a silver-level or higher certification for advancement to higher level competitions
- For higher-level competition, the head coach and assistant coach agree to and sign a letter of instruction (LOI), which outlines the responsibilities and commitments of an Armed Forces coach.

D. Team Captain:

- For higher-level competition, a team captain will be appointed. If OCONUS, the team captain must be present for the entire training camp. If the Armed Forces training camp is held on a CONUS installation, the local sports director may assist with administrative needs until the team captain joins the team. Each team captain must sign the prescribed letter of instruction (LOI). The team captain agrees to strictly adhere to the LOI and all duties outlined in the LOI.
- An officer (or equivalent DoD/Coast Guard civilian), or NCO will be the team captain.

13. Chief of Mission:

A. An O-6 for Chief of Mission is desirable.

B. The host Service of the CISM sport and/or AFSCS briefs the Chief of Mission on all duties, functions, and responsibilities prior to the team departure for the CISM Championship.

C. Medical Support Personnel:

- For higher level competition, the host Service is responsible for obtaining appropriate medical support personnel, such as physicians and Certified Athletic Trainers.

D. Unless transferred by mutual agreement of the Services, the host Service of the Armed Forces Championship is responsible for coordinating arrangements for the Armed Forces Team to follow-on higher-level competitions (CISM and Nationals). This includes:

- Billeting
- Personal Maintenance Expense Allowance (PMEA) of \$8.00/day will be paid during training camp if done on a military installation. If the camp or follow-on activity is not held on a military installation, then per diem IAW JFTR/JTR will be paid to all participants.
- Participants at all CISM events will receive \$3.50/day OCONUS or \$3.00/day CONUS for incidentals.
- Participants will receive 75% Meals and Incidentals IAW JFTR/JTR for Travel Days to and from the destination site.
- Messing requirements at both military installations and/or civilian facilities
- Transportation
- Training facilities and scrimmage games
- Entry fees to higher level activities
- Purchase competitive uniforms
- Special requirements will be the responsibility of each Service

The expenses are billed as follows:

	Pro-rated as Directed by latest Military Strength Percentages	Pro-rated Equally by Four Services	Pro-rated Equally by Participating 4 Services	Each of the 4 Services Assessed on Number of Participants
1. Mementos		X		
2. Contingency Funds		X		
3. Entry Fees		X		
4. Armed Forces Apparel		X		
5. Competitive Uniforms			X	
6. Officials Stipend, Travel & Authorized Expenses		X		
7. CISM Events Hosted by U.S.		X		
8. Training Camp Expenses			X	
9. Training Camp Expenses (Ind. Lodging, expense allowance and travel)				X

E. When an Armed Forces team is entered in a CISM Championship, the AFSCS provides necessary contingency funds to support the team. Costs are to be pro-rated equally among the Services. Contingency checks will not exceed \$1,500 and are to be used only for emergencies. The contingency checks for \$500 will still be standard. AFSCS will determine if \$1,500 needs to be issued, based on the country where the CISM Championship is hosted.

F. AFSCS is responsible for notifying CISM and other sports organizations of the Armed Forces intent to participate in respective higher-level competitions.

G. The AFSCS is responsible for providing host Service and installation of the Armed Forces championships with national championship entry form and entry instructions for sports, as applicable.

H. Travel Clearance Policy: AFSCS is the office to secure State Department clearances. AFSCS will obtain visas if required by the host country.

I. Passports are required for CISM or any international competition. Lack of a passport will render an individual ineligible for higher-level competition. Prospective CISM participants must come to Armed Forces competitions with their passport when a CISM Championship immediately follows an Armed Forces Championship.

14. Training Camps:

A. Length of training camp will comply as follows:

- Women's Basketball – 10 days on site prior to Nationals/15 days on site, if there is a CISM competition (extra days needed to get familiar with international rules)
- Men's Basketball – 15 days on site prior to CISM

- Men's Basketball, SHAPE (Belgium) – 10 days on site prior to SHAPE tournament. The training camp will be extended to 15 days on site in the event there is **not** a CISM championship
- Volleyball (M & W) – 10 days on site prior to CISM
- Soccer (M & W) – 10 days on site prior to CISM
- Boxing – 15 days on-site prior to CISM
- Wrestling – Eight (8) days on-site prior to CISM
- Taekwondo – 10 days on-site prior to CISM
- Judo – 10 days on-site prior to CISM
- Triathlon – Five (5) days on-site prior to CISM
- Softball – Five (5) days on-site prior to Nationals

B. Host installations are responsible for securing scrimmage teams for all team sports.

C. Armed Forces teams are not permitted leave during camps and competition unless coordinated through Service sports offices. This includes coaches and team captains. The team captain and coaching staff must be the last individuals that depart upon completion of the event to ensure all athletes' departure. No staff personnel should be granted early departure.

15. Athlete of the Year: Each Service will recognize their Male and Female Athlete of the Year.

16. AFSC - CISM Procedures:

A. AFSCS is the U.S. Liaison to CISM Headquarters and the North American CISM Office.

B. Take necessary action to provide most qualified Active Duty/Coast Guard/DoD civilians to serve on sports Technical Committees, Commissions, and other open CISM positions.

C. Participate in annual CISM sports championships.

D. The U.S. reserves the right to withdraw if original dates of CISM competitions are changed or present a conflict to Armed Forces or national events.

E. Host at least one CISM event per year.

F. Provide CISM mementos for U.S. delegations.

G. Hosting installation is authorized an initial \$200,000 for sponsoring a CISM

event. If the host site is going over the budget of \$200,000, then the host installation shall seek approval for additional funding before the event. If approval is not granted, then additional expenses will be borne by the host Service.

H. CISM regional championships are authorized \$10,000 per participating country.

I. Host Service must submit a proposed budget to the AFSC Working Group NLT six months prior to the event.

17. Military Uniform: U.S. Military personnel must wear their appropriate Military uniforms to all official CISM functions (banquet, etc.) as dictated by the host country.

18. Hosting Responsibilities for CISM Teams: The host Service of the Armed Forces Championship for each sport is responsible for coordinating arrangements and requirements of Armed Forces teams and delegations participating in CISM Championships. This includes: billeting and normal messing requirements at military installations and/or civilian facilities; transportation; and training facilities. Special requirements are the responsibility of each Service.

19. Funding: When a member of the Armed Forces is selected for a CISM position, his or her Service will fund all expenses. If Coast Guard, Navy would provide funding.

20. Alcohol Policy: There will be no alcohol consumption at the sports venue by personnel involved in the AFS competition, including support staff, until all competition for that day has been completed to include the award ceremony on the final day. The venue is defined as the playing area and the assigned seating/spectator area.